



STATE OF SOUTH CAROLINA
Budget and Control Board

<http://www.jobs.sc.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Program Coordinator II - 117889**

An Equal Opportunity Employer

OPENING DATE: 09/06/08

CLOSING DATE: 09/26/08 11:59 PM

JOB TITLE: Program Coordinator II - 117889

CLASS CODE: AH40

POSITION NUMBER: 117889

SLOT NUMBER: 0000

STATE SALARY RANGE:

\$36,840.00 - \$68,160.00 Annually

AGENCY HIRING RANGE - MIN: \$36,840.00

AGENCY HIRING RANGE - MAX: \$68,160.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

AGENCY SPECIFIC APPLICATION PROCEDURES:

Please apply online.

JOB RESPONSIBILITIES:

This position is located with the Energy Office. Incumbent will develop and administer the public agency and school district conservation goal program, including implementation of reporting procedures, calculation of goals, and assistance to public entities in preparation of energy conservation plans. Coordinates with external parties and prepares required reports related to renewable energy, including net metering and wind energy. In cooperation with the Office of State Engineer, oversees statutory requirements for state agencies to adhere to Green building guidelines. Prepares annual report for submission to General Assembly. In cooperation with the Department of Revenue and others, develops tax forms for those who purchase such homes, develops tax forms and procedures to support the sales tax exemption for ENERGY STAR labeled manufactured housing, along with a tax credit for those who purchase such homes. Develops procedures in support of a sales tax "holiday" for ENERGY STAR appliances and promotes the month-long event. Develops procedures and forms in support of solar, hydro, and energy efficient equipment tax credits. Develops forms and procedures for a variety of tax incentives to promote the production, use and sale of biofuels and biomass energy. Assist with responsibilities related to recommendations contained in the report of the Climate, Energy, Commerce Advisory Committee as they develop.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree and relevant program experience.

ADDITIONAL REQUIREMENTS: Bachelor's degree and 3 years experience in Public Administration, Planning, Political Science, Economic, Statistics or a related field; a Masters degree may be substituted for up to 2 years of work experience. Must have knowledge of public sector planning principles/techniques and the ability to define public policy issues, research and analyze data and outcomes, and develop strategies to deal with those issues is also needed. Should possess strong writing skills, exceptional interpersonal and organizational skills, and be comfortable with quantitative methodology.

ADDITIONAL COMMENTS:

Supplemental questions are considered part of your official application. Please complete the State application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position.